

**C**LC & Associates, Inc. is a Latina-owned small business based in Arlington, Virginia. Since 1992, the firm has focused on the delivery of media & social communication services, training and curriculum design, event planning, consumer education, civil rights, social equity, health, education, and economic development issues. Headed by Maria Livia, the company was certified as a participant in the U.S. Small Business Administration's (SBA) 8(a) program in 1997; the company graduated from the program on February 5<sup>th</sup>, 2006. Our primary clients are federal agencies, for which we provide program support and auxiliary services with the primary mission of supporting not only our own diverse and often struggling Hispanic communities, but also those populations within the United States that are adversely affected by social, economic, medical, and educational disparities.

Our services are grouped under 5 major areas:

- ❖ The **conference planning** component coordinates event management for conferences, retreats, trainings, grant reviews, and other meetings, offering substantial expertise in content development, program planning, and logistical support.
- ❖ The **language services** component specializes in diplomatic, legal, medical, and commercial topics and offers multiple levels of translation and interpretation, as well as editing, technical/ science writing, and tape transcription.
- ❖ In its **training and curriculum development** services, CLC & Associates, Inc. employs adult education technology and philosophies that are culturally & linguistically appropriate. Specializing in organizational development, multicultural and diversity training, as well as computer training, we can develop original curricula, or tailor off-the-shelf packages to meet your needs. Training sessions are offered in both English and Spanish. Conscious of the need to multiply training capabilities, CLC & Associates, Inc. also offers training of trainers programs.
- ❖ CLC's **media & outreach** division is made up of skilled multicultural writers and artists who utilize targeted, culturally responsive language and imagery. Our creative services offer graphic design for electronic/ web and print media, desktop publishing, and animation, as well as multilingual print, video, and audio production.

- ❖ Our **consulting** services offer expertise in Latino community health concerns, housing issues & financial literacy for the underserved, maternal & child health, children with special health care needs, Mexico-US Border issues, and workforce analysis.

Some of our clients include:

- ❖ USAID, Office of Women in Development
- ❖ The Pan American Health Organization
- ❖ Department of Health and Human Services
  - HRSA, Maternal and Child Health Care Bureau, Division of Services for Children with Special Health Care Needs
  - HRSA, Maternal and Child Health Care Bureau, Perinatal Women's Health Program
  - HRSA, Bureau of Primary Health Care, Office of Data Evaluation, Analysis, and Research
  - HRSA, Bureau of Health Professions, Workforce 2000 Conference
  - SAMHSA, Center for Substance Abuse Prevention, Office of Managed Care
  - Administration for Children and Families, Office of Community Services
- ❖ Department of Defense, Office of Naval Research
- ❖ U.S. Air Force, Office of International Affairs, Americas Division
- ❖ Department of Justice, Criminal Division, Office of International Affairs
- ❖ Department of Defense, National Defense University, Center for Hemispheric Defense Studies
- ❖ U.S. Department of State, Language Services Bureau

CLC is committed to the design, implementation, and evaluation of programs and interventions that facilitate access to health, education, and training services.

**SIC CODES**

Training	7389
Conference Planning	7389
Language Services	7389
Curriculum Development	6748
Educational Research	8748
Health & Human Services Program Design	8399
Program Management & Evaluation	8741
Commercial Art & Graphic Design	7336

**NAICS CODES**

Training	611710
Conference Planning	561920
Language Services	541930
Curriculum Development	611710
Educational Research	541618
Health & Human Services Program Design	813319
Program Management & Evaluation	561110
Graphic Design Services	541430

**CLC & Associates, Inc.**

1730 N. Lynn Street, Suite 502 | Arlington, VA 22209

Phone: (703) 522-9655 | Fax: (703) 522-2799

[www.clciassoc.com](http://www.clciassoc.com)

Our multilingual event management services for conferences, trainings, grant reviews, cultural exhibits, and other meetings offers substantial expertise in content development, program planning, and logistical support. Examples of specific services CLC & Associates will provide are:

<b>plan</b>	❖ Coordinate air travel and ground transportation
<b>budget</b>	❖ Site selection and contract negotiation
<b>organize</b>	❖ Conceptualize, prepare, and implement logistical planning timetables
<b>market</b>	❖ Technical expertise to design program objectives and content
<b>coordinate</b>	❖ Develop and manage conference budgets, including post-meeting budget reconciliation
<b>implement</b>	❖ Primary contact for local vendors
<b>record</b>	❖ Coordinate electrical, telephone, and physical resources
<b>disseminate</b>	❖ Coordinate audiovisual needs
	❖ Manage food and beverage service
	❖ Accommodate special needs for persons with disabilities
	❖ Simultaneous interpretation
	❖ Provide participant pre-registration and on-site registration services
	❖ Event-related web design & support
	❖ Develop and enhance conference-related publications
	❖ Transcription
	❖ On-site conference support
	❖ Manage trade shows
	❖ Other duties and responsibilities as required

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Specializing in commercial, diplomatic, legal, & medical topics, we are pleased to offer the following range of services, available in **Arabic, Brazilian Portuguese, Cantonese, Czech, French, German, Hindi, Hungarian, Italian, Korean, Mandarin, Russian, Spanish, Urdu, Vietnamese**, and other languages upon request:

**cultural aptitude**  
**media support**  
**targeted writing**  
**transcriptions**  
**rush translations**  
**multilingual support**

- ❖ Simultaneous conference interpretation
- ❖ Consecutive interpretation
- ❖ Escort interpreting services by skilled consecutive interpreters, who are aware of cultural nuances and who guide guests through the cross-cultural experience from arrival to departure.
- ❖ Technical translations
- ❖ Cross-cultural communication & media services. Beyond conventional translation, we have the cultural aptitude to bring the foreign language to life in up-to-date idiom that incorporates the trade jargon of many complex topics, and to utilize it within the appropriate cultural context.
- ❖ Video subtitling
- ❖ Audio dubbing
- ❖ Tape transcriptions and translations
- ❖ Editing, proofreading and desktop publishing. A skilled staff of copy editors and proofreaders is available for any kind of rough or fine copyediting.
- ❖ International business support services. CLC offers comprehensive logistical and administrative support to international travelers. CLC has a network of experienced travel agencies, skilled interpreters and translators, and a multilingual professional consulting staff to support private business, government agencies, and non-profits domestically and abroad.

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CLC employs a staff of skilled multicultural writers and artist who utilize targeted, culturally responsive language and imagery. Our creative services offer graphic design for electronic/ web and print media, desktop publishing, and animation, as well as multilingual print, video, and audio production.

Products include:

**PSAs**  
**consumer outreach**  
**focus groups**  
**Latino programming**  
**visionary design**

- ❖ Public service announcements for radio, television, print, and web
- ❖ Consumer outreach & education
- ❖ Focus groups
- ❖ Creative Hispanic/Latino programming for radio, television, print and web
- ❖ Brochures & Posters
- ❖ Illustrations
- ❖ Animations
- ❖ Logo design
- ❖ Public relations support
- ❖ Website design

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CLC's curriculum development & training services employ adult education technology and philosophies that are culturally & linguistically appropriate. CLC can develop original curricula, or tailor off-the-shelf packages to meet your needs; we also offer training of trainers programs. Our curriculum development component includes:

- evaluate** ❖ Curriculum evaluation and redesign
- research** ❖ Educational research
- adapt** ❖ Editing and translation services
- design** ❖ Graphic design and desktop publishing
- ❖ Curriculum adaptations for diverse target populations

Training sessions are offered in both English & Spanish and can accommodate long-distance or on-site learning; issue-specific training programs include:

- ❖ Alternative Conflict Resolution
- ❖ Cross Cultural Communications
- ❖ Diversity Training
- responsive** ❖ Effective Writing
- adaptable** ❖ Facilitation Skills
- culturally** ❖ Financial Literacy
- appropriate** ❖ Legal Research & Writing
- training services** ❖ Sexual Harassment in the Workplace
- ❖ Strategic Planning
- ❖ Technical & Report Writing
- ❖ Telephone Techniques & Customer Service for Non-native English Speakers

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**TITLE:** Advertising & Integrated Marketing Solutions (AIMS)

**AGENCY:** General Services Administration

**CONTRACT PERIOD:** Ongoing

**BRIEF DESCRIPTION:** CLC was awarded an Advertising and Integrated Marketing Solutions (AIMS) contract No. GS-23F-0202R to provide Conference and Event services, including website development and maintenance and database design, and management.

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**TITLE:** Conference Management & Administrative Services.

**AGENCY:** Office of Naval Research

**CONTRACT PERIOD:** Ongoing

**BRIEF DESCRIPTION:** CLC was awarded a multi-year, multiple task order contract to provide Conference and Event services support (CLIN 3) and Administrative services and support (CLIN 4) to ONR. Under this contract, CLC is required to provide conference support for small to large, domestic and international events by organizing and managing all tasks as each event requires. CLC is also responsible for providing ONR with experienced, professional administrative personnel.

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**TITLE:** Various meetings for the Division of Children with Special Needs

**AGENCY:** HRSA, Maternal and Child Health Bureau

**CONTRACT PERIOD:** September 29, 2003 – September 28, 2005

**BRIEF DESCRIPTION:** CLC continues to expand its relationship with MCHB's Division of Children with Special Health Needs with this contract for the management of one Grantee Meeting, seven expert workgroup meetings, and four committee meetings on infant hearing. Financial administration, site selection, participant correspondence, material development, and other contract requirements are performed by a comprehensive event management staff that includes conference planners, graphic & web designers, technical writers, and ASL interpreters.

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**TITLE:** Bilingual Writing & Editorial Services

**AGENCY:** Health Resources & Services Administration

**CONTRACT PERIOD:** 03/01/2004 – 02/28/2005  
with 3 option years

**BRIEF DESCRIPTION:** CLC was awarded a Blanket Purchase Agreement to provide Bilingual writing and editorial services to the Health Resources and Services Administration. Among these services, CLC is responsible for writing and/or editing text for reports, booklets, directories, manuals, and catalogs. Our staff is also responsible for researching and writing all parts of a document (s), including covers, text, figures, tables, legends, captions, referenced and appendices while ensuring that the guidelines for the use of HRSA's name and logo are observed within the document (s).



**TITLE:** Media & Outreach; Conference Management

**AGENCY:** USAID, Office of Women in Development

**CONTRACT PERIOD:** Ongoing

**BRIEF DESCRIPTION:** With its partner, Juarez and Associates, Inc., CLC has been awarded a contract to assist field Missions, EGAT/WID and other units in USAID in addressing gender issues and new emerging issues that impact on women and children. The IQC provides for quick-response, short & long-term communications and outreach services (including conference planning & implementation) to support gender integration throughout the Agency's programs and covering all sectors, for all developing and transitional countries.

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**TITLE:** “A Multicultural Caribbean United Against HIV/ AIDS” Report & Database

**AGENCY:** National Institutes of Health, DHHS

**CONTRACT PERIOD:** August-September 2004.

**BRIEF DESCRIPTION:** The National Institutes of Health, Office on AIDS Research, through Courtesy Associates, Inc., contracted CLC & Associates to tabulate data from over 3,500 conference evaluations of the “A Multicultural Caribbean United Against HIV/ AIDS” Conference. The task included translating participant comments from Spanish, Dutch, and Creole into English. In addition, we prepared a summary of all the comments.



**TITLE:** Language Services

**AGENCY:** U.S. Department of Justice

**CONTRACT PERIOD:** Ongoing

**BRIEF DESCRIPTION:** CLC has multiple personal service contracts with DOJ to translate legal, medical and forensic reports, and provided simultaneous interpretation services at a series of conferences of the Bilateral Working Group on Counter-Narcotics (Mexico-U.S.).

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**Maria Livia**, President of CLC & Associates, has more than twenty years of experience as a technical assistance program manager, consultant, instructor, interpreter, researcher, and social services coordinator, working in the areas of maternal and child health, mental health, substance abuse prevention, and community development. She serves as the Corporate Monitor for all projects. Having founded her own company ten years ago, she has been responsible for developing business networks with various Federal agencies. Fluent in Spanish (a native of Lima, Peru) and English, she has created a business that combines strengths in language services and cross-cultural communications/ media with an excellent and extensive performance record in conference planning and logistical/ technical support services. She has served as a consultant for Westover Consultants, Inc., Macro International, and the American Association of Home Economists; as language specialist for the U.S. Department of State and the Department of Justice; as a curriculum developer for University Research Corporation; and as a trainer for BNA Communications. She has acquired broad skills in management, evaluation, and implementation of health and human services programs. Ms. Livia is highly experienced in managing multifaceted projects. She works closely with federal projects in providing interpretation and translations in a wide range of subject matter expertise from health clinics to DOJ's counter narcotics groups. She has worked in every venue of the language service profession: federal translator and interpreter for the judicial system, trainer, teacher, facilitator, and project curriculum writer. Through these experiences, she has acquired broad skills in management, evaluation, and implementation of health and human services programs. Ms. Livia's skills range from organizational design and problem solving to budget management, research, writing, curriculum planning, team building, and training. Ms. Livia holds a Masters' Degree in Public Administration from the University of New Mexico. A member of Partners of the Americas, she is a former Kellogg Foundation Fellow in International Development. Fluent in English and in Spanish, Ms. Livia has a commitment to improve the availability and accessibility of health and human services to the Hispanic community and other underserved populations

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